

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2016**

DIRECTOR OF RESOURCE DEVELOPMENT

FLSA STATUS: EXEMPT – PAY GRADE: 26 – A

JOB FAMILY: MANAGERIAL/SUPERVISORY - BUSINESS

GENERAL STATEMENT OF JOB

The Director of Resource Development provides Collegewide leadership in planning, coordination, supervision, implementation and evaluating a comprehensive grant program for the College in support of the College's initiatives.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provide leadership and direction in the formulation, recommendation, implementation, control and evaluation of rules, policies, procedures, guidelines and plans related to resource development through grants.

Provide leadership and direction in managing all phases of pre-award and post-award grant processes and systems to supplement the College's educational offerings and services to students.

Recommend organizational structure, personnel staffing patterns, and job responsibilities for effective performance of the College in respect to generating income from grants to support College goals.

Provide leadership as the College liaison to federal and state funding agencies and local and national private funding sources for grant opportunities, grant pre-award, and grant post awards.

Author, review and edit grant proposals prior to submission.

Participate in funding agency site visits.

Monitor and analyze funding opportunities to make strategic and informed decisions regarding grant proposal efforts and makes recommendations for grant proposal efforts to the President's Cabinet and other College leaders.

Serve as liaison with the College Government Relations office to gain and share information regarding federal and state legislation and grant initiatives.

Serve as liaison with the College Foundation to coordinate information regarding grants from private funding sources.

Negotiate contracts for grant-funded projects with funding sources.

Provide leadership and direction in providing in-service education related to grant seeking knowledge, grant proposal efforts, practice, and programs to individuals involved in the grant seeking function on behalf of the College.

Coordinate preparation of assigned budgets and manages the resources as assigned and required by institutional priorities, rules and procedures.

Facilitate the implementation of state-of-the-art technology in support of departmental operations.

Supervise, evaluate and make recommendations for employment, reassignment and termination of assigned staff.

Participate in professional activities for the purpose of remaining current on trends and issues that relate to grants and institutional advancement and college-wide leadership role.

Represent the grant resource development department through correspondence and attending meetings with external agencies such as other state colleges, school districts, non-profit groups, business and local governmental organizations.

Under direction from the Cabinet, lead and submit award nominations or recognitions on behalf of the College.

Submit regular grant award opportunities and awards to key stakeholders, including President's Cabinet, District Board of Trustees, and Florida Council for Resource Development.

Cooperate with other College staff to support institutional advancement and effectiveness.

Perform other duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

Maintain a certification that shows knowledge of the field of grantsmanship, such as the Grant Professional Certified (GPC).

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English.

Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, students, co-workers and supervisors.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating computers and modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of computers and office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 2002; Revised 3/04, 5/16